



New User Registration

Step 1

From the CalATERS web site at http://www.sco.ca.gov/calaters_global.html
Under Global Sign In, click CalATERS Global.



Step 2

Click [New User Registration](#).

Step 3

Enter your Social Security Number and Last Name, and then click **Ok**

Steps 4 - 15 provide guidelines on updating your system Profile screens. Unless noted otherwise, fields that are grayed out cannot be updated.

Step 4

Write down your User ID.

Complete any blank fields and click **Next**

The system will send your temporary password to the email address provided on this screen, once registration is complete.

Step 5

Complete blank fields.

The "Type of Requestor" for State employees should be "Employee".

Step 6

Select the Employee's CB Description, then click **Next**

(Direct Deposit section will be auto-filled with a Y or N, indicating how you receive your payroll).



New User Registration

Step 7

New User Registration

Mailing Address:

Street: City:
State: Zip Code:
Is your residence address same as mailing address? Yes ☐ No ☐

Back Next Cancel

Enter mailing address. If different from residence address, click No, and complete the remaining fields. Click **Next**.

Step 8

New User Registration

Organization

Dept Name: 0840 State Controller's O
Division Name: ISD
Bureau Name: *
Unit Code:
Approver: **Change Default Approver**
Work Street:
Work City:
Work State: Work Zip Code:

Back Next Cancel

Click **Change Default Approver**.

Step 9

Select Person

Enter last name or first few letters, then click 'Look Up' button.
Last name: Plum **Look Up**

Name	Email
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Ok Cancel

Enter the approver's last name and click **Look Up**.

Step 10

Select Person

Enter last name or first few letters, then click 'Look Up' button.
Last name: Plum **Look Up**

Professor Plum

Name	Email
Plum, Professor	rrubi@sco.ca.gov

Ok Cancel

Select the correct approver from the list and click **Ok**.

If your approver is not listed, he/she may not be registered. Click Cancel if Approver is not listed. If an Approver was selected, the Approver's name will appear in blue on the Select Person screen.

Step 11

New User Registration

Organization

Dept Name: 0840 State Controller's O
Division Name: ISD
Bureau Name: *
Unit Code:
Approver: Professor Plum **Change Default Approver**
Work Street:
Work City:
Work State: Work Zip Code:

Back Next Cancel

Complete remaining fields on the Organization screen and click **Next**.

Step 12

New User Registration

Account Coding Information

Fund Number: 0001 Sub-Fund Number: Fed Catalog:
Organization Number: 0840 Year of Statute: 2011 Element:
Reference Number: 001 Chapter: 33 Component:
Program/Category: /10
Detailed Coding: 10020220
Task:
Prime Account: 0000
Sub Account Code:
Source:

Back Next Cancel

This is your default Account Coding. No required entry on this screen.

Click **Next**.



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Step 13

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Long Term Assignment (LTA) Information

Are you on a long term assignment?

A Long Term Assignment (LTA) is a pre-approved business trip of more than 30 days. If you are not on a LTA, click . If you are on a LTA, select Yes, complete remaining fields and then

Click .

Step 14

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Miscellaneous Profile:

PPSD Agency Code:

Reporting Unit:

State:

No entry required on the Miscellaneous Profile screen. Click .

New User Registration

4. Review and Submit

Please review all your entries

Click .

Step 15

Registration Successful

Registration Request Successful!

Your password has been mailed to (ecullen@sco.ca.gov). Restart application using your new password.

Thanks!

Registration is complete. Your CalATERS system-assigned password will be mailed to the e-mail address listed in your profile.

Click .

Note: The system-assigned 8 character password may be changed. Refer to Change Your Password instructions.